

DEPARTMENT OF ADMINISTRATIVE SERVICES

Small Agency Resource Team (SmART) Payroll Clerk JOB OPPORTUNITY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Open to the Public

Location: 165 Capitol Avenue, Hartford

Job Posting No: 86895

Hours: Monday – Friday (40 hours/week)

Salary: \$44,038.00 - \$57,588

(New hires to state service start at the minimum salary range)

Closing Date: February 4, 2014

The Department of Administrative Services, Small Agency Resources Team provides a full range of complex human resources and payroll support services for multiple state agencies and is seeking a candidate who is customer service oriented in providing payroll services.

Eligibility Requirement:

Candidates must have applied for and passed the Payroll Clerk examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties:

Duties of this position include but are not limited to preparing and maintaining biweekly regular, overtime and supplemental payrolls and performing various payroll and support activities for assigned agencies. Preparing biweekly regular, overtime, and supplemental payrolls to include timesheets; the reviewing of personnel and/or payroll change notices and posts changes and/or adjustments to master files e.g. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes (health insurance, union dues and/or fees, credit union payments, charitable contributions, bond or sheltered tax annuity payments, group life insurance payments, etc.); prepares and totals various deduction worksheets, e.g. Credit Union, Medical and/or Insurance Providers, etc.;, keeping abreast of collective bargaining contract requirements and restrictions as related to payroll; responding to employee inquiries regarding paychecks and payroll practices and procedures; calculation of workers compensation and/or retirement payments

Knowledge, Skills, and Abilities:

Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

Preferred Skills:

- Knowledge of People Soft CORE-CT payroll and EPM system
- Experience in Excel in the development of spreadsheets and formulas
- Experience in benefit services.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position: cover letter, resume, application for employment (CT-HR-12), Three (3) pertinent professional references; candidates currently employed in state service, please submit your two most recent service ratings in lieu of references to:

DEPARTMENT OF ADMINISTRTIVE SERVICES
165 CAPITOL AVENUE
HARTFORD, CT 06106
ATTN: Brenda Abele

E-MAIL: Brenda.Abele@ct.gov or Fax: (860) 622-2640

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER